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Office of Training

SCHEDULE OF COURSES

January - June 1966

Titles, dates and location of courses given by the Office of Training from 3 January through 30 June 1966.

Changes will be announced in OTR Bulletins or Special Bulletins.

Additional copies of the Schedule of Courses may be obtained from the Admissions and Information Branch, Registrar Staff, OTR, extension

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For insert in the OTR Catalog.

November 1965

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GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

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| COURSES | DATES | PLACE |
|--|--|--|
| Administrative Procedures (ft) | 17 - 28 Jan 11 - 22 Apr 20 Jun - 1 Jul | 601 Glebe 601 Glebe 601 Glebe |
| Advanced Operations Seminar (ft) | To be scheduled. | As required |
| Air Operations (ft) | 24 Jan - sometime in week of 14 Feb Thereafter, scheduled on request. | |
| Anticommunist Operations (pt) | 14 Mar - 1 Apr | 1A-13 Langley |
| Basic Country Survey: USSR (ft) | 17 - 28 Jan | 703 Glebe |
| Career Trainee Program (Hqs phase) (Specific courses in the Program are identified, "for CTs") | 10 Jan - 11 Mar 4 Apr - 3 Jun | 803 Glebe 803 Glebe |
| Chiefs of Station Seminar (pt or ft) | 31 Jan - 11 Feb 25 Apr - 6 May | 1A-13 Langley 1A-13 Langley |
| China Familiarization (ft) | 10 - 14 Jan 7 - 11 Mar 16 - 20 May | Arl Towers Arl Towers Arl Towers |
| CIA Introduction (for EODs)(pt) | Mondays: a.m. | GA-13 Langley |
| CIA Review (second Tuesday, each month 9:30 - noon) (pt) | 11 Jan, 8 Feb, 8 Mar, 12 Apr, 10 May, 14 Jun | Langley |
| Clandestine Scientific & Technical Operations (ft) | 2 - 20 May | 1A-07 Langley |
| | 3 - 7 Jan 14 - 18 Feb 7 - 11 Mar 11 - 15 Apr 16 - 20 May 27 Jun - 1 Jul | 1A-07 Langley 1A-07 Langley 1A-07 Langley 1A-07 Langley 1A-07 Langley 1A-13 Langley |
| Clandestine Services Records Officers (ft) | 7 - 11 Mar 23 - 27 May | 1A-13 Langley 1A-07 Langley |

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| COURSES | DATES | PLACE |
|---|--|-----------------|
| Clandestine Services Review (ft) | (Tues) 29 Mar-(Thurs) 7 Apr | 1A-07 Langley |
| Clerical Induction (for EODs)(ft & pt) | Weekly | 1016 16th St. |
| Clerical Orientation (for EODs)(ft) | Weekly | 1016 16th St. |
| Clerical Refresher (pt) | <u>10 Jan-4 Feb course</u> Arl Towers 5 Jan - Typing pretest 6 Jan - Shorthand pretest <u>14 Feb-11 Mar course</u> 9 Feb - Typing pretest 10 Feb - Shorthand pretest <u>21 Mar-15 Apr course</u> 16 Mar - Typing pretest 17 Mar - Shorthand pretest <u>25 Apr-20 May course</u> 20 Apr - Typing pretest 21 Apr - Shorthand pretest (Tues) <u>31 May-24 Jun course</u> 25 May - Typing pretest 26 May - Shorthand pretest | |
| Clerical Skills Qualification Tests (Please see page 6) | | |
| Communism: Introduction | 7 - 18 Mar | 701 Glebe |
| (For all Agency employees)(ft) | 4 - 15 Apr | 701 Glebe |
| | (Tues) 31 May - 10 Jun | 701 Glebe |
| Communism (For CTs)(ft) | 14 Feb - 11 Mar | 803 Glebe |
| | 9 May - 3 Jun | 803 Glebe |
| Communist Party Organization and Operations (pt) | 13 Jun - 1 Jul | 701 Glebe |
| Conference Techniques (pt)(M&W) | 10 Jan - 16 Feb | To be announced |
| Counterintelligence Familiarization (ft) | 17 - 28 Jan | 403 Glebe |
| | 21 Mar - 1 Apr | 403 Glebe |
| | 25 Apr - 6 May | 403 Glebe |
| | 6 Jun - 17 Jun | 403 Glebe |
| | 28 Feb - 18 Mar | 703 Glebe |
| | 13 Jun - 1 Jul | 703 Glebe |

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COURSES

DATES

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| | | |
|--|-----------------------|-----------------|
| [REDACTED] | 14 Feb - 4 Mar | 1A-13 Langley |
| | 4 Apr - 22 Apr | 1A-13 Langley |
| | (Tues) 7 Jun - 24 Jun | 1A-13 Langley |
| [REDACTED] | 24 Jan - 11 Feb | 1A-07 Langley |
| | 9 - 27 May | 1A-13 Langley |
| | 20 Jun - 1 Jul | 1A-07 Langley |
| | To be scheduled | As required |
| Effective Speaking (Mon & Wed)(pt) | 21 Feb - 30 Mar | 1D-1601 Langley |
| Finance and Logistics: Small Station | 21 Mar - 8 Apr | 601 Glebe |
| (Tues) 31 May - 17 Jun | 601 Glebe | |
| Geography of the USSR (pt in pm) | Scheduled on request | As required |
| Information Reporting, Reports and Requirements (ft) | 10 - 28 Jan | 603 Glebe |
| | 28 Feb - 18 Mar | 603 Glebe |
| | 11 - 29 Apr | 603 Glebe |
| | 6 - 24 Jun | 603 Glebe |
| Information Reports Familiarization (ft) | 7 - 11 Feb | 603 Glebe |
| | 14 - 18 Feb | 603 Glebe |
| | 28 Mar - 1 Apr | 603 Glebe |
| | 4 - 8 Apr | 603 Glebe |
| | 9 - 13 May | 603 Glebe |
| | 16 - 20 May | 603 Glebe |
| Instructor Training (ft) | Scheduled on request | As required |
| Intelligence Production (for CTs)(ft) | 31 Jan - 1 Apr | 401 Glebe |
| | 25 Apr - 24 Jun | 401 Glebe |
| Intelligence Research (Map and Photo Interpretation)(pt)(M, W, &F)(for NPIC) | 14 Feb - 18 Mar | At NPIC |
| Intelligence Research Techniques (pt) | 14 Mar - 8 Apr | 703 Glebe |
| | 9 May - 3 Jun | 403 Glebe |

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| COURSES | DATES | PLACE |
|--|--|--|
| Intelligence Review (ft) | 25 Apr - 6 May | 501 Glebe |
| Intelligence Techniques (For CTs)(ft) | 24 Jan - 11 Feb 18 Apr - 6 May | 803 Glebe 803 Glebe |
| Intelligence: Introduction (ft) (For all employees) | 21 Feb - 4 Mar 21 Mar - 1 Apr 16 - 27 May | 701 Glebe 701 Glebe 501 Glebe |
| Intelligence: Introduction (for CTs)(ft) | 10 - 21 Jan 4 - 15 Apr | 803 Glebe 803 Glebe |
| Introduction to Communism (ft) | See Communism | |
| Introduction to Intelligence (ft) | See Intelligence | |
| Languages | Please see page 6 | |
| Management (GS 11 - 14)(ft) | 28 Feb - 4 Mar | To be announced |
| Management: Senior Seminar | To be announced in a Special Bulletin | 25X1 |
| Maritime Operations (ft) | Scheduled on request | <div style="border: 1px solid black; width: 100px; height: 20px;"></div> 25X1 |
| Midcareer Executive Development (ft) | (Sun) 9 Jan - 18 Feb (Sun) 15 May - 24 Jun | <div style="border: 1px solid black; width: 150px; height: 20px;"></div> Brookings, & 501 Glebe 25X1 |
| Operations (for CTs)(ft) | 25 Apr - 22 Jul | <div style="border: 1px solid black; width: 100px; height: 60px;"></div> |
| Operations Familiarization (ft) | 14 Mar - 22 Apr 6 Jun - 15 Jul | |
| Operations Support (ft) | 21 Feb - 18 Mar 2 - 27 May | 601 Glebe 601 Glebe |
| Orientation for Overseas (ft) (First Tuesday and Wednesday each month) | 4-5 Jan, 1-2 Feb, 1-2 Mar, 5-6 Apr, 3-4 May, 7-8 Jun | 1D-1601 Langley |
| Orientation for Training Assistants (ft) | 1 Mar | 503 Glebe |

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| COURSES | DATES | PLACE |
|--|---|---|
| Orientation for Training Officers (1 1/2 days) | 8 - 9 March | 503 Glebe |
| Paramilitary (ft) | 31 Jan - 3 Jun (May end 27 May) | <div style="border: 1px solid black; width: 100px; height: 20px;"></div> |
| Project USEFUL (ft) | 18 - 22 Apr | 1A-07 Langley |
| Senior Management Seminar (ft) | (See Management) | |
| Supervision (For GS 5-10)(ft) | 7 - 11 Feb | To be announced |
| Support Services | 25 Apr - 17 Jun | (Begins in 601 Glebe) |
| Typing (Basic) for Professionals (pt) | Scheduled on request | |
| USEFUL (ft) | (See Project USEFUL) | |
| USSR-Basic Country Survey (pt) | (See Basic Country Survey-USSR) | |
| Vietnam Overseas Seminar | 17 - 21 Jan (Wed) 23 Feb-(Tues) 1 Mar 21 - 25 Mar 25 - 29 Apr (Tues) 31 May-(Mon) 6 Jun | 1A-07 Langley 1A-07 Langley 1A-07 Langley 1A-07 Langley 1A-13 Langley |
| Writing Workshop: Basic (pt) (Tues and Thurs except opening date (Mon) | (Mon) 21 Feb - 17 Mar 17 May - 9 Jun | 403 Glebe 703 Glebe |
| Writing Workshop: Intermediate (pt) (Mon and Wed) | 16 May - 8 Jun | 703 Glebe |
| Writing Workshop: Correspondence (pt) | Begins anytime | |
| Writing Workshop: Advanced (pt) | Scheduled on Request | As required |

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| Clerical Skills Qualifications Tests: | <u>Typewriting</u> | <u>SHORTHAND</u> |
|---------------------------------------|--------------------|------------------|
| | 3 Jan | 4 Jan |
| | 24 Jan | 25 Jan |
| | 7 Feb | 8 Feb |
| | 28 Feb | 1 Mar |
| | 14 Mar | 15 Mar |
| | 4 Apr | 5 Apr |
| | 18 Apr | 19 Apr |
| | 9 May | 10 May |
| | 23 May | 24 May |
| | 13 Jun | 14 Jun |
| | 27 Jun | 28 Jun |

LANGUAGE COURSES

| | | |
|----------------|---------------------------|--------------------|
| <u>Chinese</u> | Basic RSW (ft - 1760 Hrs) | 31 Jan - 16 Dec 66 |
| <u>German</u> | Basic RSW (ft - 1040 Hrs) | 3 Jan - 15 Jul 66 |

Full-time (800 hours, 20 weeks) French and Spanish classes at the basic level will begin on 3 January 1966 and thereafter, at intervals of two months (7 March, 2 May, 5 July, 6 September and 7 November 1966).

The Language Training School has a current capability of conducting full-time classes in 16 languages, and part-time classes and tutorial instruction in 40 languages. For further information call extension

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